



**C & Y Global Inc.**

121 N Pasadena Blvd.

C& Y Global Inc. is seeking an accountant.

1. Prepare a monthly income statement and balance sheet.
2. Maintain and continuously improve the current accounting information system to document and analyze financial transactions.
3. Prepare and review accounts payable, payroll, purchase orders, invoices, cash receipts, and other accounting documents for accuracy and completeness; do cash reconciliation between financial statement and bank account and resolve any discrepancies.
4. Prepare a budget, analyze the variance between the budget and actual expenditure, and make recommendations to reduce the variance.
5. Explain accounting policies on purchasing and billing to staff, vendors, and clients.
6. Interact with external auditors and tax preparers in auditing and tax filing.
7. Analyze cash availability and make recommendations as to financing and investment decisions.

**Minimum requirements:**

Bachelor's degree in accounting or finance required.

**Contact Information:**

Send resume to: [resume@cyglobalusa.com](mailto:resume@cyglobalusa.com)